

Parent guide for Work Shadowing (outside of the June fortnight) incl. in-person and virtual

As a college, we are aware that students may be offered an opportunity to complete Work shadowing, either In-Person or Virtually, outside of the Work shadowing fortnight in June.

To facilitate this, the following steps need to be completed.

1. Verbal permission from the Head of Upper School needs to be obtained.
2. Parental Consent and Placement details forms need to be completed.
 - a. [In-Person Work Shadowing Parental Consent](#)
 - b. [Virtual Work Shadowing Parent Consent](#)
3. Relevant Indemnity forms need to be completed.
 - a. [Private indemnity](#)
 - b. [Public Indemnity](#)
4. Details of the absence from school need to be sent via the school app, to cover the dates of the work shadowing before the date of the Work Experience event.

IMPORTANT: If the work shadowing is to take place at the weekend or during school holidays, the school cannot provide insurance cover for the placement.